

COMPREHENSIVE SERVICES ACT FOR AT RISK YOUTH AND FAMILIES (CSA) STATE EXECUTIVE COUNCIL BYLAWS

ARTICLE I: NAME

As authorized in § 2.1-746 of the Code of Virginia, the name of this body shall be the State Executive Council, hereafter referred to as the Council.

ARTICLE II: PURPOSE

The purpose and objectives of the Council shall be to assure collaborative programmatic policy development, fiscal policy development and administrative oversight for the efficient and effective provision of child centered, family focused and community based services to eligible emotionally and behaviorally troubled children/youth and their families in the least restrictive, appropriate environment. Further, the Council assures the Governor and the Secretary of Health and Human Resources in accordance with § 2.1-51.14(B)(8) are well informed in matters related to the aforementioned areas.

ARTICLE III: MEMBERSHIP

Section 1

As set forth in § 2.1-746 of the Code of Virginia, the members of the state executive council shall be the Commissioners of Health, of Mental Health, Mental Retardation and Substance Abuse Services and of Social Services; the Superintendent of Public Instruction; the Executive Secretary of the Virginia Supreme Court; the Directors of the Departments of Juvenile Justice and Medical Assistance Services; two elected or appointed local government representatives to include a member of a county board of supervisors or a city council and a county administrator or city manager; a private provider representative from a facility that maintains membership in an association of providers for children and family services and receives funding authorized by this chapter; and a parent representative.

Section 2

The local officials, private provider and parent representatives shall be appointed by the Governor. The parent representative shall be appointed for a term not to exceed three years and shall not be an employee of any public or private program which serves children and families.

Section 3

State agency heads may designate permanent alternates, hereafter referred to as delegates, with full authority to speak on their behalf of the agency head and to commit agency resources. Such delegation shall be accomplished in written format and provided to the Council Chair. Delegates shall not be members of the State and Local Advisory Team or staff of the Office of Comprehensive Services.

ARTICLE IV: ATTENDANCE

Members/delegates are expected to attend all regularly scheduled meetings of the Council.

In the event a member/delegate cannot attend, an alternate representative vested with the same decision-making authority, including the commitment of agency-wide resources, will be designated. The alternate may vote only with a written designation of the member/delegate. Alternates may not be members of the State and Local Advisory Team or staff of the Office of Comprehensive Services.

ARTICLE V: ADMINISTRATIVE YEAR

The administrative year shall be July 1 through June 30.

ARTICLE VI: MEETINGS

Section 1

Pursuant to § 2.1-746 of the Code of Virginia, the council shall meet, at a minimum, quarterly.

The annual meeting shall be held during the last scheduled meeting of the administrative year.

Section 2

Regular meeting dates and times shall be established at the annual meeting. The Chair may convene special meetings with appropriate notification to all members.

Section 3

A quorum, consisting of six of the eleven voting members or their designated delegates/alternates shall be present to conduct any official business. *Roberts Rules of Order* shall guide the transaction of business.

Section 4

The agenda for each meeting shall be finalized by the Chair in consultation with the Vice Chair and based on input offered by Council members, the State and Local Advisory Team Chair and the Director of the Office of Comprehensive Services.

All items requiring action shall be identified by the Chair for inclusion on the formal, written agenda.

At each meeting, members shall be afforded the opportunity to request items for inclusion on the next meeting's agenda as well as time for comments and announcements.

Additionally, each meeting shall include a public comment period with each organization represented limited to five (5) minutes and the total comment period limited to 30 minutes. On a motion of Council, the period may be expanded.

No action shall be taken as a result of comments during the above referenced announcement and public comment period but rather action shall be deferred until the following meeting. On a motion of Council, this restriction may be waived.

ARTICLE VII: OFFICERS

Section 1

The Council shall annually elect a chair who shall be responsible for convening the council (§ 2.1-746, Virginia State Code). The members shall also duly elect a vice chair. Officers shall serve a one-year term beginning July 1 of each year.

Section 2

Officers shall be elected by ballot during the annual meeting. However, if there is but one nominee for any office, election for that office may be by voice vote.

Section 3

Nominating Committee

1. There shall be a nominating committee consisting of a chair and two members appointed by the Council Chair at least 30 days in advance of the annual meeting.
2. The nominating committee shall nominate an eligible Council member or authorized delegate for each office to be filled and report its nominees to the

membership in writing at least three weeks prior to the annual meeting. At this meeting, additional nominations may be made from the floor.

3. Only those persons who have given their consent to serve, if elected, shall be nominated for or elected to such office.

Section 4

Officers shall be elected by a majority of votes cast.

Section 5

The Vice Chair shall fill a vacancy occurring in the office of Chair. If a vacancy occurs in the office of the Vice Chair, it shall be filled by election of a member to serve until the end of the current administrative year.

ARTICLE VIII: DUTIES OF THE OFFICERS

Section 1

The powers and duties of the Chair shall be to:

Serve as the leader of the organization.

Advise the Governor and the Secretary of Health and Human Resources on behalf of the Council.

Respond to legislative requests and address legislative committees on behalf of Council.

Call and preside at meetings.

Prepare an agenda, in collaboration with the Vice Chair and Office of Comprehensive Service Director, for each meeting.

Accept input from members regarding the performance of the Office of Comprehensive Services Director and serve as the reviewing supervisor in the annual evaluation process.

Section 2

The powers and duties of the Vice Chair shall be to assume the above duties and authority in the absence of the chair. Said duties shall include presiding at meetings in the Chair's absence.

Section 3

Officers who find they can not fulfill their official duties may resign their position without impacting their membership on the Council.

ARTICLE IX: ORGANIZATION

Section 1

Duties and Responsibilities of the Council, as defined in § 2.1-746 and § 9-6.25 (A) of the Code of Virginia, relate to approval of policy and administrative oversight for the Comprehensive Services Act (CSA) and include:

Hiring and supervising a director of the Office of Comprehensive Services (OCS)

Appointing members of the State and Local Advisory Team

Providing for the establishment of interagency programmatic and fiscal policies developed by the OCS

Overseeing the administration of state policies governing state pool and trust funds

Providing for the administration of necessary functions to support the work of the OCS

Reviewing and taking appropriate action on issues brought before it by the OCS

Overseeing coordination of early intervention programs to promote comprehensive coordinated service delivery

Advising the Governor and the Secretary of Health and Human Services

Biennially publishing and disseminating a state progress report

Furthermore, the Council shall adopt, at their annual meeting, an administrative work plan for the upcoming year with input from the Director of the Office of Comprehensive Services. Roles and expectations of all participating entities shall be set forth in this plan.

Additionally, the Council is solely responsible for appointment of work groups, tasks assigned and general timeframes in which the requested product will be brought before the Council for consideration.

Section 2

The Office of Comprehensive Services (OCS) is established having the following powers and duties:

To serves as the administrative entity of the state executive council ensuring that the decisions of the council are implemented § 2.1-746.

The director of the Office of Comprehensive Services for At-Risk Youth and Families is authorized to

Develop and recommend to the state executive council programs and fiscal policies that promote and support cooperation and collaboration in the provision of services to troubled and at-risk youths and their families at the state and local levels;

Develop and recommend to the state executive council state interagency policies governing the use, distribution and monitoring of moneys in the state pool of funds and the state trust fund;

Develop and provide for the consistent oversight for program administration and compliance with state policies and procedures;

Provide for training and technical assistance to localities in the provision of efficient and effective services that are responsive to the strengths and needs of troubled and at-risk youths and their families;

Serve as liaison to the participating state agencies that administratively support the Office and that provide other necessary services; and

Hire appropriate staff as approved by the state executive council.

Section 3

The State and Local Advisory Team is appointed by and responsible to the State Executive Council. As set forth in § 2.1-748 of the Code of Virginia, duties and responsibilities include:

1. Advising the state executive council on interagency program and fiscal policies which promote and support cooperation and collaboration in the provision of services to troubled and at-risk youths and their families at the state and local levels;
2. Advising state agencies and localities on training and technical assistance necessary for the provision of efficient and effective services that are responsive to the strengths and needs of troubled and at-risk youths and their families;

3. Advising the state executive council on the impacts of proposed policies, regulations and guidelines; The State and Local Advisory Team shall develop bylaws to be formally approved by Council.

Furthermore, the State and Local Advisory Team shall develop an annual work plan based on the one adopted by Council. The State and Local Advisory Team plan shall be submitted to Council for review and action. Support for accomplishing the work plan shall be provided by the state agencies represented on the State and Local Advisory Team with approval of their respective Council members.

ARTICLE X: AMENDMENTS

Any proposed amendment to these bylaws shall be submitted to the membership of the Council not less than fourteen calendar days prior to the meeting at which action is to be considered. Any amendment shall become a part of these bylaws by a majority vote of those present at a regularly scheduled Council meeting.